

**Wisconsin Youth Apprenticeship  
Local Program Application  
2006-2007 Cover Page**

**Local Partnership:** \_\_\_\_\_

Regional Coordinator: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX : \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip \_\_\_\_\_

2006-2007 Funds Requested (minimum \$10,000) \$\_\_\_\_\_

Not Requesting Grant Funds \_\_\_\_\_

Planned Number of Youth Apprentices July 1, 2006 – June 30, 2007 \_\_\_\_\_

Cost Per Youth Apprentice (maximum of \$900 allowed)  
(Total Funds requested divided by the planned number of students) \$\_\_\_\_\_

**Fiscal Agent**

Agency: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

**Check One:**

☐ Current  
Partnership  
No changes

☐ New Partnership  
(no previous program or funds)

☐ Reorganized Partnership  
(former partnership name: \_\_\_\_\_)  
Specify changes:

Technical College District(s) in which the partnership is located: \_\_\_\_\_

Workforce Development Area(s) in which the partnership is located: \_\_\_\_\_

<b>Youth Apprenticeship Application Narrative</b>
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*Note: Narrative should be limited to a maximum of four (4) pages.*

**A. Program Description**

1. Describe how the program will be coordinated, including:
  - a. The roles of regional coordinator, local coordinators, school-based coordinators, etc.
  - b. Who will perform the responsibilities listed on Appendix D in the RFP guidelines.
2. Student recruitment strategy will include (check all that apply):
  - ☐ One-on-one recruitment by the coordinator
  - ☐ Presentations to specific classes (sophomores, juniors, etc.)
  - ☐ Guidance counselors will recruit students
  - ☐ School-based coordinators will recruit students
  - ☐ Youth apprentices will present to other students
  - ☐ Employers will talk to students
  - Other (specify)
3. Employer recruitment strategy will include (check all that apply):
  - ☐ One-on-one recruitment to businesses
  - ☐ Presentations to business organizations (Chambers, Rotary, etc.)
  - ☐ Employers recruiting other employers
  - ☐ Informational meetings by industry area
  - ☐ Local media
  - Other (specify)
4. Describe your mentor training strategy, including:
  - a. How mentor training will be provided
  - b. When and where the training will be offered
  - c. How mentor training will be provided to those who cannot attend a scheduled group session

**B. Coordination of Activities**

1. Who is responsible for reviewing the progress of the youth apprentices'
  - academic performance,
  - apprenticeship classes, and
  - work-based performanceto ensure high school and youth apprenticeship requirements are met?
2. How many times per school year will a formal evaluation of the youth apprentices' performance take place? (refer to Program Operation Manual for minimum requirements)

3. Who is responsible for helping youth apprentices apply for and/or receive appropriate credit (advanced standing, technical college credit, etc.) for their high school coursework in post-secondary institutions and programs (such as technical college, university, registered apprenticeship, etc.)?

**C. Student Goals 2006-2007.**

\_\_\_\_\_ % of youth apprentices leaving the program this year who will successfully complete the program and receive a state certificate by 9-30-07.  
\_\_\_\_\_ % of two year graduates will be offered employment by their employers by 9-30-07.

**D. Cost Efficiency/Sustainability**

1. Describe how grant funds will support local schools within the partnership and allow them to participate in youth apprenticeship.
2. If school districts will receive grant funds, explain how the amount will be determined for each district within the partnership.
3. Describe the partnership's strategy to provide the most cost-efficient related instruction and/or any measures taken to reduce the cost of youth apprenticeship instruction.
4. Describe how the matching funds will be used to support the youth apprenticeship program.
5. Describe any activities that are coordinated/shared with other local programs to maximize services to the youth apprentices (e.g. Tech Prep, Workforce Investment Act, Carl Perkins, local business organizations, other community resources, etc.)

**E. Complete and attach the following:**

1. LYA Organizational Chart

Attach an organizational chart which illustrates all youth apprenticeship coordinators and any other program staff, regardless of funding source. Include names (if known) and their location (e.g. CESA, technical college, chamber of commerce, etc.). Identify the positions that will be supported by grant funds (should be the same positions listed on the budget worksheet).

2. Budget Page

3. Budget Worksheet

4. Quarterly Program Plan

5. Program Area Chart

6. Regional Coordinator List

7. An alphabetical list of all school districts in the partnership and the number of projected youth apprentices per school district.

8. Grant Partnership Agreement

Submit the partnership agreement with the signatures of all participating agency representatives. **School districts may sign with only one partnership.** It is recommended that the superintendent or administrator sign for the school district whenever possible. Signatures may be submitted on one form or separate forms. Please make sure all agency and representative names are legible on the forms.

E-mail confirmation from the superintendent or administrator indicating that the school will participate in the partnership, will be accepted in lieu of a signature. Copies of the e-mail confirmation may be attached. (Do not forward the e-mails to DWD.)

Only one copy of the Partnership Agreement(s) needs to be submitted to DWD.

## Instructions for Completing the Budget and Budget Worksheet

The Budget Page and the Program Plan should include all details for grant funds. Please note there are two cost limits within the budget – a maximum amount for each coordinator position, and a maximum cost per youth apprentice. These limits apply only to the amount of Local Youth Apprenticeship Grant funds used for these costs. Matching funds may be used to supplement these costs. Matching funds are not included in calculating the cost per youth apprentice.

### Definition of Budget Categories

#### Program Costs

- YA Coordinator/Program Staff
  - Salary, fringe, travel, and all other associated costs for Youth Apprenticeship Coordinator and program staff positions funded by the grant (does not include school-based coordinators, which should be included under Student Costs);
  - Associated costs for coordinators including mileage, travel (in-state only), workshop fees (in-state only, youth apprenticeship related), etc.

*Note: Grant funds may not cover more than \$65,000 salary and fringe per position for a twelve-month period (any costs over that amount may be paid from other sources). If the position is less than 12 months, the cost limit of \$65,000 must be pro-rated.*

- Student Costs
  - All costs associated with the related instruction (high school or contracted costs, cost of curriculum, student handbooks, books, etc.);
  - other student-related materials and supplies;
  - costs of recruiting new students (such as brochures, mailings, student/parent meetings);
  - all school-based coordination and supervision.
- Employer Costs
  - All costs associated with recruiting new employers (such as brochures, mailings, meetings);
  - Cost of providing technical assistance to employers (such as mentor training, mentor meetings, etc.).

*Note: Grant funds may not be provided to a business that is operated for profit or to a nonprofit organization that represents business interests. Grant funds may not be used for student wages.*

#### Administrative Costs - Maximum of 5% of total program costs

Costs associated with operating the program, such as preparing and submitting grant requests, percentage of director's or administrator's time, preparing and submitting required fiscal reports and enrollment information, overseeing budget expenditures. Any costs reported under function codes 230 000, 240 000, and 250 000 in the Wisconsin School District Financial Reporting Requirements (June 15, 1999) should be included in this category.

### **Instructions for Completing the Budget Page**

Identify the source and amount of funds under “Matching Funds” for each budget category. For example, “YA Coordinator Costs – Carl Perkins \$10,000, Local contributions \$3,000.” The total amount of matching funds must equal at least 50% of the total grant amount (does not need to equal 50% of each budget category or line item).

Identify the amount of Youth Apprenticeship Grant Funds being requested for each budget category. Mark N/A if grant funds are not requested for that category.

Do not fill in the column labeled “DWD Use Only.”

The Budget Total must match the total provided on the Application Cover Page and the “Total to Date” for the last quarter on the Quarterly Program Plan.

### **Instructions for Completing the Budget Worksheet**

The Budget Worksheet should provide detailed information for the use of all grant funds being requested. For each budget category listed on the Budget Page, break down the specific items that constitute the total cost.

All costs must be within allowable cost limits.

**Local Youth Apprenticeship Grant**  
**Budget Page \***  
 July 1, 2006 – June 30, 2007

Name of Partnership\_\_\_\_\_

<b>Budget Categories</b>	<b>Matching Funds**</b>	<b>YA Grant Funds</b>	<b>DWD Use Only</b>
<b>Program Costs</b> YA Coordinator/Staff Costs	\$	\$	
Student Costs	\$	\$	
Employer Costs	\$	\$	
<b>Program Costs Subtotal</b>	\$	\$	
<b>Administrative Cost</b> (maximum 5% of program costs)			
<b>BUDGET TOTAL</b>	\$	\$	

\*If you are not applying for grant funds, indicate N/A on this form.

\*\*Identify the source and amount of matching funds which support the youth apprenticeship program in addition to the Local Youth Apprenticeship Grant Funds.  
 Matching funds must equal at least 50% of the total grant amount.

<b>Budget Worksheet</b> <b>July 1, 2006 – June 30, 2007</b>
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*Use multiple pages, if needed.*

**Program Costs**

Youth Apprenticeship Coordinators/Program Staff \$

# of full-time equivalent positions \_\_\_\_\_

# of Individuals \_\_\_\_\_

Names of Individuals \_\_\_\_\_

Per Position

Salary and Fringe Benefits \$

Travel Costs (mileage, lodging, meals, etc.) \$

Other (specify) \$

Student Costs \$

Total cost of related instruction \$

Other (specify) \$

Employer Costs \$

Mentor Training \$

Other (specify) \$

**Total Program Costs** **\$**

**Administration** (Maximum of 5% of Program Costs) \$

Overhead/Indirect costs \$

Other (specify) \$

**Total Grant Request** **\$**



## Youth Apprenticeship Quarterly Program Plan INSTRUCTIONS FOR STUDENT ENROLLMENT

All youth apprentices must be registered with DWD in order to be “counted” as youth apprentices. Students may be registered when they are enrolled in a related class and have been hired by an employer. The Program Plan illustrates how many youth apprentices will be registered each quarter of the grant year.

Continuing Students – Indicate the number of youth apprentices enrolled in the program at the beginning of each quarter who will continue during that quarter. In the example below, 30 students are listed as Continuing Students in the first quarter ending September 30, 2006. These students were enrolled during the previous school year and will continue in the program during this quarter. Note: Students from the previous year who are only completing work hours during the summer and will be certified by September 30, should not be included in this number.

The number of Continuing Students each quarter will be the same as the “Total to Date” number in the previous quarter. For example, if a total of 50 students are enrolled at the end of September, and they will all continue into the next quarter, 50 students will be listed as Continuing Students in the quarter that ends on December 31.

New Students – Indicate the number of new youth apprentices to be registered anytime during the current quarter. In the example below, 20 students are listed as new students in the quarter ending on September 30. These are students who started the program between July 1 and September 30, 2006.

Total to Date – The total number of continuing students plus new students enrolled by the end of the quarter.

In the example below, a “Total to Date” of 100 students have been enrolled in the program by June 30, 2006. This is the total number of students that should be listed on the grant application.

ESTIMATED STUDENT ENROLLMENT			
Quarter Ending	Continuing Students	New Students	Total to Date
September 30, 2006	30	20	50
December 31, 2006	50	10	60
March 31, 2007	60	15	75
June 30, 2007	75	25	100

## Youth Apprenticeship Quarterly Program Plan INSTRUCTIONS FOR QUARTERLY EXPENDITURES

Planned grant expenditures by quarter are to be illustrated on the program plan (grant funds only, not to include matching funds).

Quarterly Expenditures should include all planned expenditures for that quarter. In the example below, the grantee plans to spend \$35,000 during the quarter ending September 30, 2006.

Total to Date expenditures are the cumulative grant expenditures through that date. This number will be the sum of Quarterly Expenditures plus the "Total to Date" expenditures of the previous quarter. In the example below, the "Total to Date" for the quarter ending December 31, 2006 is \$50,000, or quarterly expenditures of \$15,000 for the quarter plus the "Total to Date" amount for the previous quarter of \$35,000.

*The "Total to Date" for the final quarter must equal the total amount of the grant.*

Grantees are encouraged not to "straightline" planned expenditures (i.e. equally divide costs by quarter), but to provide a realistic plan based on previous spending patterns. The Program Plan is used to monitor grant plan vs. performance and will be more accurate if it reflects a realistic planned spending pattern.

Quarter Ending	Quarterly Expenditures	Total to Date
September 30, 2006	\$35,000	\$35,000
December 31, 2006	\$15,000	\$50,000
March 31, 2007	\$20,000	\$70,000
June 30, 2007	\$30,000	\$100,000

# Youth Apprenticeship Quarterly Program Plan July 1, 2006- June 30, 2007

Partnership \_\_\_\_\_

ESTIMATED STUDENT ENROLLMENT			
Quarter Ending	Continuing Students	New Students	Total to Date
September 30, 2006			
December 31, 2006			
March 31, 2007			
June 30, 2007			

PLANNED EXPENDITURES		
Quarter Ending	Quarterly Expenditures	Total to Date
September 30, 2006		
December 31, 2006		
March 31, 2007		
June 30, 2007		

## Youth Apprenticeship Program Area Chart

### July 1, 2006 – June 30, 2007

Name of Partnership \_\_\_\_\_

Identify the number of youth apprentices to be enrolled in each program area. See *Example on following page*.

**Standard (Level Two):** Students enrolled in the two-year youth apprenticeship program.

**Level One:** Students enrolled for one year.

**High School/Technical College:** Two-year programs which will be operated in conjunction with the local technical college for senior students who will continue their YA enrollment while enrolled in the technical college.

Program Areas	Standard (Level Two)	Level One	High School/ Tech College
Auto Collision			
Auto Technician			
Biotechnology			
Drafting/Design Architectural Design			
Drafting/Design Engineering			
Drafting/Design Mechanical Design			
Finance			
Graphic Arts/Printing			
Health Services			
Industrial Equipment			
Information Technology			
Information Technology/Networking			
Insurance			
Lodging Management			
Logistics			
Manufacturing/Machining			
Manufacturing/Plastics			
Manufacturing/Production Technician			
Production Agriculture/Soils and Crops			
Production Agriculture/Animals			
Tourism			
Welding			
<b>Totals</b>			

<b>Local Youth Apprenticeship Program Regional Coordinator List</b>					
<b>Region I</b>	<b>Region II</b>	<b>Region III</b>	<b>Region IV</b>	<b>Region V</b>	<b>Region VI</b>
<p><b>Alameda County</b></p> <p>_____</p> <p><b>Contra Costa County</b></p> <p>_____</p> <p><b>Fresno County</b></p> <p>_____</p> <p><b>Humboldt County</b></p> <p>_____</p> <p><b>Kern County</b></p> <p>_____</p> <p><b>Madera County</b></p> <p>_____</p> <p><b>Maricopa County</b></p> <p>_____</p> <p><b>Merced County</b></p> <p>_____</p> <p><b>Napa County</b></p> <p>_____</p> <p><b>Sacramento County</b></p> <p>_____</p> <p><b>San Bernardino County</b></p> <p>_____</p> <p><b>San Diego County</b></p> <p>_____</p> <p><b>San Francisco County</b></p> <p>_____</p> <p><b>San Joaquin County</b></p> <p>_____</p> <p><b>San Luis Obispo County</b></p> <p>_____</p> <p><b>Stanislaus County</b></p> <p>_____</p> <p><b>Tulare County</b></p> <p>_____</p> <p><b>Yuba County</b></p> <p>_____</p>	<p><b>Alameda County</b></p> <p>_____</p> <p><b>Contra Costa County</b></p> <p>_____</p> <p><b>Fresno County</b></p> <p>_____</p> <p><b>Humboldt County</b></p> <p>_____</p> <p><b>Kern County</b></p> <p>_____</p> <p><b>Madera County</b></p> <p>_____</p> <p><b>Maricopa County</b></p> <p>_____</p> <p><b>Merced County</b></p> <p>_____</p> <p><b>Napa County</b></p> <p>_____</p> <p><b>Sacramento County</b></p> <p>_____</p> <p><b>San Bernardino County</b></p> <p>_____</p> <p><b>San Diego County</b></p> <p>_____</p> <p><b>San Francisco County</b></p> <p>_____</p> <p><b>San Joaquin County</b></p> <p>_____</p> <p><b>San Luis Obispo County</b></p> <p>_____</p> <p><b>Stanislaus County</b></p> <p>_____</p> <p><b>Tulare County</b></p> <p>_____</p> <p><b>Yuba County</b></p> <p>_____</p>	<p><b>Alameda County</b></p> <p>_____</p> <p><b>Contra Costa County</b></p> <p>_____</p> <p><b>Fresno County</b></p> <p>_____</p> <p><b>Humboldt County</b></p> <p>_____</p> <p><b>Kern County</b></p> <p>_____</p> <p><b>Madera County</b></p> <p>_____</p> <p><b>Maricopa County</b></p> <p>_____</p> <p><b>Merced County</b></p> <p>_____</p> <p><b>Napa County</b></p> <p>_____</p> <p><b>Sacramento County</b></p> <p>_____</p> <p><b>San Bernardino County</b></p> <p>_____</p> <p><b>San Diego County</b></p> <p>_____</p> <p><b>San Francisco County</b></p> <p>_____</p> <p><b>San Joaquin County</b></p> <p>_____</p> <p><b>San Luis Obispo County</b></p> <p>_____</p> <p><b>Stanislaus County</b></p> <p>_____</p> <p><b>Tulare County</b></p> <p>_____</p> <p><b>Yuba County</b></p> <p>_____</p>	<p><b>Alameda County</b></p> <p>_____</p> <p><b>Contra Costa County</b></p> <p>_____</p> <p><b>Fresno County</b></p> <p>_____</p> <p><b>Humboldt County</b></p> <p>_____</p> <p><b>Kern County</b></p> <p>_____</p> <p><b>Madera County</b></p> <p>_____</p> <p><b>Maricopa County</b></p> <p>_____</p> <p><b>Merced County</b></p> <p>_____</p> <p><b>Napa County</b></p> <p>_____</p> <p><b>Sacramento County</b></p> <p>_____</p> <p><b>San Bernardino County</b></p> <p>_____</p> <p><b>San Diego County</b></p> <p>_____</p> <p><b>San Francisco County</b></p> <p>_____</p> <p><b>San Joaquin County</b></p> <p>_____</p> <p><b>San Luis Obispo County</b></p> <p>_____</p> <p><b>Stanislaus County</b></p> <p>_____</p> <p><b>Tulare County</b></p> <p>_____</p> <p><b>Yuba County</b></p> <p>_____</p>	<p><b>Alameda County</b></p> <p>_____</p> <p><b>Contra Costa County</b></p> <p>_____</p> <p><b>Fresno County</b></p> <p>_____</p> <p><b>Humboldt County</b></p> <p>_____</p> <p><b>Kern County</b></p> <p>_____</p> <p><b>Madera County</b></p> <p>_____</p> <p><b>Maricopa County</b></p> <p>_____</p> <p><b>Merced County</b></p> <p>_____</p> <p><b>Napa County</b></p> <p>_____</p> <p><b>Sacramento County</b></p> <p>_____</p> <p><b>San Bernardino County</b></p> <p>_____</p> <p><b>San Diego County</b></p> <p>_____</p> <p><b>San Francisco County</b></p> <p>_____</p> <p><b>San Joaquin County</b></p> <p>_____</p> <p><b>San Luis Obispo County</b></p> <p>_____</p> <p><b>Stanislaus County</b></p> <p>_____</p> <p><b>Tulare County</b></p> <p>_____</p> <p><b>Yuba County</b></p> <p>_____</p>	<p><b>Alameda County</b></p> <p>_____</p> <p><b>Contra Costa County</b></p> <p>_____</p> <p><b>Fresno County</b></p> <p>_____</p> <p><b>Humboldt County</b></p> <p>_____</p> <p><b>Kern County</b></p> <p>_____</p> <p><b>Madera County</b></p> <p>_____</p> <p><b>Maricopa County</b></p> <p>_____</p> <p><b>Merced County</b></p> <p>_____</p> <p><b>Napa County</b></p> <p>_____</p> <p><b>Sacramento County</b></p> <p>_____</p> <p><b>San Bernardino County</b></p> <p>_____</p> <p><b>San Diego County</b></p> <p>_____</p> <p><b>San Francisco County</b></p> <p>_____</p> <p><b>San Joaquin County</b></p> <p>_____</p> <p><b>San Luis Obispo County</b></p> <p>_____</p> <p><b>Stanislaus County</b></p> <p>_____</p> <p><b>Tulare County</b></p> <p>_____</p> <p><b>Yuba County</b></p> <p>_____</p>

Name of Partnership \_\_\_\_\_ Date \_\_\_\_\_

List all regional youth apprenticeship coordinators associated with the program, as identified on the Budget Page and on the Organizational Chart. This form should be updated and resubmitted as needed throughout the year.

[illegible]

## Local Youth Apprenticeship Program Partnership Agreement

Name of Partnership \_\_\_\_\_

Each of the undersigned verifies that the agency or organization they represent will participate in this consortium application. School districts may not be a member of more than one application submitted for Local Youth Apprenticeship funds. **Only one copy of the signature page(s) needs to be submitted with an application.**

<b>1. School District, CESA, or Agency Name</b>		Date
Administrator/Director Name	Signature	
<b>2. School District, CESA, or Agency Name</b>		Date
Administrator/Director Name	Signature	
<b>3. School District, CESA, or Agency Name</b>		Date
Administrator/Director Name	Signature	
<b>4. School District, CESA, or Agency Name</b>		Date
Administrator/Director Name	Signature	
<b>5. School District, CESA, or Agency Name</b>		Date
Administrator/Director Name	Signature	
<b>6. School District, CESA, or Agency Name</b>		Date
Administrator/Director Name	Signature	
<b>7. School District, CESA, or Agency Name</b>		Date
Administrator/Director Name	Signature	

Use additional sheets if needed.

## Local Youth Apprenticeship Application Checklist

Applicants are encouraged to use this checklist to ensure that their application is complete. Refer to the RFP Guidelines for application submittal deadline and procedures.

*No faxed applications will be accepted. Please do not include cover letters, binders, plastic covers, folders, etc. on printed copies. Applications should be one-sided and stapled in the upper left-hand corner. All pages should be numbered for easy reference.*

Contents	Completed
Application Cover Page is included	_____
▪ All information filled in	_____
Application Narrative is limited to 4 pages	_____
YA Organizational Chart is attached	_____
Budget Page is attached	_____
▪ All categories are filled in	_____
▪ Subtotal and Total amounts are accurate	_____
Budget Worksheet(s) is attached	_____
▪ Detail is provided for all cost categories	_____
▪ Cost categories match budget page	_____
Quarterly Program Plan is attached	_____
▪ Numbers match totals on cover page and budget page	_____
Youth Apprenticeship Program Area Chart is attached	_____
Regional Coordinator List is attached	_____
List of participating school districts and # of students is attached	_____
One set of Partnership Agreements are attached	_____
▪ Signatures of all partners are included, OR	_____
▪ E-mail responses from each school are attached*	_____

\*Do not forward actual e-mail responses from the partner agencies to DWD. Only one set of signature pages and/or e-mail responses need to be submitted to DWD.